



Job Title: Human Resources Compliance Specialist

Summary:

Accu Data Workforce Solutions, located in Hicksville, NY, is a leader in the Human Capital Management industry. Over the past 35 years, we have developed a personalized niche with our clients in providing outsourced payroll processing, time and attendance management, benefits tracking, HRIS tracking and affordable care act compliance. For more information regarding Accu Data, please visit our website at www.workforcesolutions.com

This position will have overall responsibility for conducting client HR audits and making recommendations to keep each client in compliance.

Essential Duties and Responsibilities:

- Advising client on the administration of human resources policies and procedures
- Serving as internal consultants by analyzing a company's current HR programs and recommending solutions
- Developing, revising, and implementing HR policies and procedures
- Ensuring HR programs and services are in compliance with established policies and procedures and state/federal laws and regulations
- Preparing and maintaining reports related to specific HR projects
- Assisting with the development and coordination of recommended changes regarding workflow
- Developing methods for compiling and analyzing data for reports and special projects
- Conducting audits of HR activities to ensure compliance
- Presenting training sessions related to specific HR programs
- Developing new employee handbooks for clients as well as updating/maintaining existing

Education and Experience Required:

- Certified Human Resources Professional with Bachelor's degree
- Knowledge of state and federal regulations including FLSA, FMLA, COBRA and other relevant labor laws.
- 3-5 years of experience in the areas of training and delivering instructional seminars
- Excellent oral and written communication skills

Please email resume with brief cover letter that includes your salary range requirements to susan@workforcesolutions.com